

THE TOWN OF GLASTONBURY IS ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

CLERICAL ASSISTANT - PART TIME

Department: Youth and Family Services

Salary: \$14.39/hour

Hours: 19.5/Week

Closing Date: 2-14-2014 @ 4:00 p.m.

Performs secretarial and clerical work, provides customer service, inputs data, compiles reports, types routine correspondence and provides information to the public. Requires high school diploma or equivalent plus two (2) years of responsible general office work or an equivalent combination of education and/or experience. Ability to type 45 wpm with speed and accuracy. Familiarity with computers and Microsoft Office.

**TOWN OF GLASTONBURY
JOB DESCRIPTION**

TITLE: Clerical Assistant I – Part time

DEPARTMENT: Human Services/ Youth and Family Services

REPORTS TO: Department/Division Supervisor

GENERAL DESCRIPTION:

Performs general clerical work for a department.

ESSENTIAL JOB FUNCTIONS:

Types routine correspondence and reports.

Interacts with the public in person or by telephone and provides information relating to the division/department as well as other Town services, programs and resources.

Compiles and coordinates data for annual state required reports.

Serves as receptionist for the department.

Performs special assignments as directed.

OTHER JOB FUNCTIONS:

Performs other duties as required.

QUALIFICATIONS PROFILE:

Ability to acquire working knowledge of regulations and legal requirements of assigned departmental activities.

Ability to establish and maintain working relationships with staff members and general public: excellent customer service skills.

Ability to create and maintain records, organize data and prepare reports in a clear and concise manner; ability to process large amounts of paperwork.

Knowledge of clerical duties and procedures.

Knowledge of Microsoft Office Suite.

Ability to type with accuracy at a minimum rate of 45 words per minute.

PHYSICAL/MENTAL REQUIREMENTS:

Must be able to sit for long periods of time. Must be able to perform such tasks as typing, filing, computer work and using a calculator. Must be able to push/pull/lift 20 pounds.

Must be able to verbally communicate via telephone, hear verbal exchanges and be able to see written documents in order to process paperwork.

Must be able to concentrate on a task for up to 60 minutes; remember and conceptually understand multiple assignments over time.

May be exposed to variations in office temperature.

The work is generally performed in an office environment. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, stooping, carrying of light items such as papers, books, or small parts, or driving an automobile. No special physical demands are required to perform the work.

WORK ENVIRONMENT

The work environment involves everyday risks or discomforts which require normal safety precautions. Use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals are minimally required.

MINIMUM TRAINING AND EXPERIENCE:

High school diploma or equivalent plus two (2) year clerical experience.

LICENSE OR CERTIFICATION:

None

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility. This is a generic job description for all Administrative Secretary I positions in the town.